

Agreement on Delivery Deadlines

Date: [Insert Date]

From: [Your Name]
[Your Position]
[Your Company]
[Your Address]
[Your Email]
[Your Phone Number]

To: [Recipient Name]
[Recipient Position]
[Recipient Company]
[Recipient Address]

Dear [Recipient Name],

We are writing to confirm the delivery deadlines for our recent agreement regarding [brief description of the project or service]. The timelines are as follows:

- Phase 1: [Task/Deliverable] - Due by [Due Date]
- Phase 2: [Task/Deliverable] - Due by [Due Date]
- Phase 3: [Task/Deliverable] - Due by [Due Date]

Please review the listed deadlines and confirm your agreement. Should you have any questions or require adjustments, feel free to reach out at your earliest convenience.

We look forward to a successful collaboration.

Best regards,

[Your Name]
[Your Position]
[Your Company]